



STATE OF ARKANSAS

Page
1/39

Term Contract

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

GLOBAL DOCUGRAPHIX
ATTN: RANDY BURRALL
12120 COLONEL GLENN RD STE 6200
LITTLE ROCK AR 72210

Contract No. 4600007861
Date 02/22/2005

Contact Beverly Webb
Telephone 501-324-9317
Fax 501-324-9311

Our ref. ST
Incoterms FOB
DESTINATION

Send Invoice To:

AS SPECIFIED ON PURCHASE ORDERS

Valid from: 03/01/2005

Valid to: 02/28/2007

THIS IS A TERM CONTRACT ISSUED BY THE OFFICE OF STATE PROCUREMENT. THIS IS NOT AUTHORITY TO SHIP. A SEPARATE PURCHASE ORDER WILL BE ISSUED. THIS CONTRACT CONSTITUTES ACCEPTANCE OF YOUR BID ALONG WITH ALL TERMS AND CONDITIONS THEREIN AND SIGNIFIES THE OFFERER'S KNOWLEDGE AND ACCEPTANCE OF ALL TERMS AND CONDITIONS SET FORTH WITHIN THE INVITATION FOR BID.

DESCRIPTION: Letterhead/Envelopes for All State Agencies

CONTRACT PERIOD: March 1, 2005 through February 28, 2006

CONTRACT HAS BEEN RENEWED FOR ANOTHER YEAR WITH SOME ITEMS REFLECTING A 15% PRICE INCREASE.

PRICES ARE F.O.B. DESTINATION, INSIDE DELIVERY, UNLESS OTHERWISE SPECIFIED.

Global Docugraphix
Randy Burrall
12120 Colonel Glenn Rd. Suite 6200
Little Rock, AR 72210
PHONE NO.: 501-312-7419
FAX NO. 501-224-4769
FEDERAL I.D. NO.: 71-0562858

Item	Material/Description	Target Qty	UM	Unit Price	Amount
0010	10100840 LETTERHEAD, WHITE, 20LB, CKL. FINISH, RECYCLE BLACK INK ONLY.	1,000	each	27.35 per /1,000	\$ 27.35

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.

Purchasing Official/Fiscal Officer

02/22/06
Date



STATE OF ARKANSAS

Term Contract

Page
2/39

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

Item	Material/Description	Target QtyUM	Unit Price	Amount
	DOMITAR NEKOOSA 20# BOND QUANTITY BREAK: 1,000-2,000 Valid from: 02/22/2005 To: 02/28/2006 Gross Price 27.35 USD 1,000 EA Valid from: 03/01/2006 To: 02/28/2007 Gross Price 31.45 USD 1,000 EA			
0020	10100840 LETTERHEAD,WHITE,20LB,CKL.FINISH,RECYCLE BLACK INK ONLY. DOMITAR NEKOOSA 20# BOND QUANTITY BREAK: 2,500-4,000 Valid from: 03/02/2005 To: 02/28/2006 Gross Price 22.25 USD 1 EA Valid from: 03/01/2006 To: 02/28/2007 Gross Price 25.59 USD 1,000 EA	2,500 each	22.25	\$ 55,625.00
0030	10100840 LETTERHEAD,WHITE,20LB,CKL.FINISH,RECYCLE BLACK INK ONLY. DOMITAR NEKOOSA 20# BOND QUANTITY BREAK: 5,000-9,000 Valid from: 02/22/2005 To: 02/28/2006 Gross Price 20.54 USD 1,000 EA Valid from: 03/01/2006 To: 02/28/2007	5,000 each	20.54 per /1,000	\$ 102.70

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS

Term Contract

Page
3/39

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

Item	Material/Description	Target QtyUM	Unit Price	Amount
	Gross Price	23.62 USD	1,000 EA	
0040	10100840 LETTERHEAD,WHITE,20LB,CKL.FINISH,RECYCLE BLACK INK ONLY. DOMITAR NEKOOSA 20# BOND QUANTITY BREAK: 10,000-24,000 Valid from: 02/22/2005 To: 02/28/2006 Gross Price	10,000 each	19.30 per /1,000	\$ 193.00
		19.30 USD	1,000 EA	
	Valid from: 03/01/2006 To: 02/28/2007 Gross Price	22.20 USD	1,000 EA	
0050	10100840 LETTERHEAD,WHITE,20LB,CKL.FINISH,RECYCLE BLACK INK ONLY. DOMITAR NEKOOSA 20# BOND QUANTITY BREAK: 25,000-50,000 Valid from: 02/22/2005 To: 02/28/2006 Gross Price	25,000 each	18.64 per /1,000	\$ 466.00
		18.64 USD	1,000 EA	
	Valid from: 03/01/2006 To: 02/28/2007 Gross Price	21.44 USD	1,000 EA	
0060	10100842 ENVELOPE,WHITE WOVE,REG.#10,RECYCLE,24# BLACK INK ONLY. PRINTMASTER EARTHWOVE 24# QUANTITY BREAK: 1,000-2,000 Valid from: 02/22/2005 To: 02/28/2006	1,000 each	25.00 per /1,000	\$ 25.00

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS

Page
4/39

Term Contract

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

Item	Material/Description	Target Qty	UM	Unit Price	Amount
	Gross Price	25.00 USD	1,000 EA		
	Valid from: 03/01/2006 To: 02/28/2007				
	Gross Price	28.75 USD	1,000 EA		
0070	10100842 ENVELOPE,WHITE WOVE,REG.#10,RECYCLE,24# BLACK INK ONLY. PRINTMASTER EARTHWOVE 24# QUANTITY BREAK: 2,500-4,000	2,500	each	21.80 per /1,000	\$ 54.50
	Valid from: 02/22/2005 To: 02/28/2006				
	Gross Price	21.80 USD	1,000 EA		
	Valid from: 03/01/2006 To: 02/28/2007				
	Gross Price	25.07 USD	1,000 EA		
0080	10100842 ENVELOPE,WHITE WOVE,REG.#10,RECYCLE,24# BLACK INK ONLY. PRINTMASTER EARTHWOVE 24# QUANTITY BREAK: 5,000-9,000	5,000	each	21.60 per /1,000	\$ 108.00
	Valid from: 02/22/2005 To: 02/28/2006				
	Gross Price	21.60 USD	1,000 EA		
	Valid from: 03/01/2006 To: 02/28/2007				
	Gross Price	24.84 USD	1,000 EA		
	F...				
0090	10100842 ENVELOPE,WHITE WOVE,REG.#10,RECYCLE,24# BLACK INK ONLY. PRINTMASTER EARTHWOVE 24#	10,000	each	19.18 per /1,000	\$ 191.80

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS
Term Contract

Page
5/39

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

Item	Material/Description	Target QtyUM	Unit Price	Amount
	QUANTITY BREAK:10,000-24,000			
	Valid from: 02/22/2005 To: 02/28/2006			
	Gross Price 19.18 USD	1,000 EA		
	Valid from: 03/01/2006 To: 02/28/2007			
	Gross Price 22.06 USD	1,000 EA		

0100	10100842 ENVELOPE,WHITE WOVE,REG.#10,RECYCLE,24# BLACK INK ONLY. PRINTMASTER EARTHWOVE 24# QUANTITY BREAK: 25,000-50,000	25,000 each	17.77 per /1,000	\$ 444.25
	Valid from: 02/22/2005 To: 02/28/2006			
	Gross Price 17.77 USD	1,000 EA		
	Valid from: 03/01/2006 To: 02/28/2007			
	Gross Price 20.44 USD	1 EA		

0110	10100843 ENVELOPE,#10,RECYCLED,CKL.FINS,WHITE BND BLACK INK ONLY. MATCHING ENVELOPES, WHITE BOND, DOMTAR NEKOOSA 24# QUANTITY BREAK: 1,000-2,000	1,000 each	48.42 per /1,000	\$ 48.42
	Valid from: 02/22/2005 To: 02/28/2006			
	Gross Price 48.42 USD	1,000 EA		
	Valid from: 03/01/2006 To: 02/28/2007			
	Gross Price 55.68 USD	1 EA		

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS
Term Contract

Page
6/39

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

Item	Material/Description	Target QtyUM	Unit Price	Amount
0120	10100843 ENVELOPE,#10,RECYCLED,CKL.FINS,WHITE BND BLACK INK ONLY. MATCHING ENVELOPES, WHITE BOND, DOMTAR NEKOOSA 24# QUANTITY BREAK: 2,500-4,000 Valid from: 02/22/2005 To: 02/28/2006 Gross Price 48.42 USD 1,000 EA Valid from: 03/01/2006 To: 02/28/2007 Gross Price 55.68 USD 1 EA	2,500 each	48.42 per /1,000	\$ 121.05
0130	10100843 ENVELOPE,#10,RECYCLED,CKL.FINS,WHITE BND BLACK INK ONLY. MATCHING ENVELOPES, WHITE BOND, DOMTAR NEKOOSA 24# QUANTITY BREAK: 5,000-9,000 Valid from: 02/22/2005 To: 02/28/2006 Gross Price 48.42 USD 1,000 EA Valid from: 03/01/2006 To: 02/28/2007 Gross Price 55.68 USD 1 EA	5,000 each	48.42 per /1,000	\$ 242.10
0140	10100843 ENVELOPE,#10,RECYCLED,CKL.FINS,WHITE BND BLACK INK ONLY. MATCHING ENVELOPES, WHITE BOND, DOMTAR NEKOOSA 24# QUANTITY BREAK: 10,000-24,000 Valid from: 02/22/2005 To: 02/28/2006 Gross Price 47.36 USD 1,000 EA Valid from: 03/01/2006 To: 02/28/2007 Gross Price 54.46 USD 1 EA	10,000 each	47.36 per /1,000	\$ 473.60

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS
Term Contract

Page
7/39

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

Item	Material/Description	Target Qty	UM	Unit Price	Amount
0150	10100843 ENVELOPE,#10,RECYCLED,CKL.FINS,WHITE BND BLACK INK ONLY. MATCHING ENVELOPES, WHITE BOND, DOMTAR NEKOOSA 24# QUANTITY BREAK: 25,000-50,000 Valid from: 02/22/2005 To: 02/28/2006 Gross Price 46.31 USD 1,000 EA Valid from: 03/01/2006 To: 02/28/2007 Gross Price 53.26 USD 1 EA	25,000	each	46.31 per /1,000	\$ 1,157.75
0160	10006409 LETTERHEAD,NATURAL COLOR,LINEN FINISH24# BLACK INK ONLY. LINEN FINISH, NATURAL COLOR, NEKOOSA LINEN 24# QUANTITY BREAK: 1,000-2,000	1,000	each	31.00 per /1,000	\$ 31.00
0170	10006409 LETTERHEAD,NATURAL COLOR,LINEN FINISH24# BLACK INK ONLY. LINEN FINISH, NATURAL COLOR, NEKOOSA LINEN 24# QUANTITY BREAK: 2,500-4,000	2,500	each	25.00 per /1,000	\$ 62.50
0180	10006409 LETTERHEAD,NATURAL COLOR,LINEN FINISH24# BLACK INK ONLY. LINEN FINISH, NATURAL COLOR, NEKOOSA LINEN 24# QUANTITY BREAK: 5,000-9,000	5,000	each	24.00 per /1,000	\$ 120.00
0190	10006409 LETTERHEAD,NATURAL COLOR,LINEN FINISH24# BLACK INK ONLY. LINEN FINISH, NATURAL COLOR, NEKOOSA LINEN 24#	10,000	each	23.16 per /1,000	\$ 231.60

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS

Page
8/39

Term Contract

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

Item	Material/Description	Target QtyUM	Unit Price	Amount
QUANTITY BREAK: 10,000-24,000				
0200	10006409 LETTERHEAD,NATURAL COLOR,LINEN FINISH24# BLACK INK ONLY. LINEN FINISH, NATURAL COLOR, NEKOOSA LINEN 24# QUANTITY BREAK: 25,000-50,000	25,000 each	22.59 per /1,000	\$ 564.75
0210	10121600 ENVELOPE,PRINT,RECY,#10,BLACK,INK BLACK INK ONLY. MATCHING #10 ENVELOPES, LINEN FINISH, NATURAL COLOR, NEKOOSA LINEN 24# QUANTITY BREAK: 1,000-2,000	1 Thousand	46.08	\$ 46.08
0220	10121600 ENVELOPE,PRINT,RECY,#10,BLACK,INK BLACK INK ONLY. MATCHING #10 ENVELOPES, LINEN FINISH, NATURAL COLOR, NEKOOSA LINEN 24# QUANTITY BREAK: 2,500-4,000	2 Thousand	46.08	\$ 92.16
0230	10121600 ENVELOPE,PRINT,RECY,#10,BLACK,INK BLACK INK ONLY. MATCHING #10 ENVELOPES, LINEN FINISH, NATURAL COLOR, NEKOOSA LINEN 24# QUANTITY BREAK: 5,000-9,000	5 Thousand	46.08	\$ 230.40
0240	10121600 ENVELOPE,PRINT,RECY,#10,BLACK,INK BLACK INK ONLY. MATCHING #10 ENVELOPES, LINEN FINISH, NATURAL COLOR, NEKOOSA LINEN 24# QUANTITY BREAK: 10,000-24,000	10 Thousand	44.48	\$ 444.80

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS
Term Contract

Page
9/39

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

Item	Material/Description	Target QtyUM	Unit Price	Amount
0250	10121600 ENVELOPE,PRINT,RECY,#10,BLACK,INK BLACK INK ONLY. MATCHING #10 ENVELOPES, LINEN FINISH, NATURAL COLOR, NEKOOSA LINEN 24# QUANTITY BREAK: 25,000-50,000	25 Thousand	43.88	\$ 1,097.00
0260	10006411 LETTERHEAD,WHITE,COCKLE,20#,NONBLK INK ONE COLOR OTHER THAN BLACK. DOMITAR NEKOOSA 20# BOND QUANTITY BREAK: 1,000-2,000 Valid from: 02/22/2005 To: 02/28/2006 Gross Price 31.50 USD 1,000 EA Valid from: 03/01/2006 To: 02/28/2007 Gross Price 36.23 USD 1,000 EA	1,000 each	31.50 per /1,000	\$ 31.50
0270	10006411 LETTERHEAD,WHITE,COCKLE,20#,NONBLK INK ONE COLOR OTHER THAN BLACK. DOMITAR NEKOOSA 20# BOND QUANTITY BREAK: 2,500-4,000 Valid from: 02/22/2005 To: 02/28/2006 Gross Price 24.89 USD 1,000 EA Valid from: 03/01/2006 To: 02/28/2007 Gross Price 28.62 USD 1,000 EA	2,500 each	24.89 per /1,000	\$ 62.23
0280	10006411 LETTERHEAD,WHITE,COCKLE,20#,NONBLK INK ONE COLOR OTHER THAN BLACK. DOMITAR NEKOOSA 20# BOND	5,000 each	21.17 per /1,000	\$ 105.85

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS

Term Contract

Page
10/39

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

Item	Material/Description	Target QtyUM	Unit Price	Amount
	QUANTITY BREAK: 5,000-9,000			
	Valid from: 02/22/2005 To: 02/28/2006			
	Gross Price 21.17 USD	1,000 EA		
	Valid from: 03/01/2006 To: 02/28/2007			
	Gross Price 24.35 USD	1,000 EA		
0290	10006411 LETTERHEAD,WHITE,COCKLE,20#,NONBLK INK ONE COLOR OTHER THAN BLACK. DOMITAR NEKOOSA 20# BOND QUANTITY BREAK: 10,000-24,000	10,000 each	20.85 per /1,000	\$ 208.50
	Valid from: 02/22/2005 To: 02/28/2006			
	Gross Price 20.85 USD	1,000 EA		
	Valid from: 03/01/2006 To: 02/28/2007			
	Gross Price 23.98 USD	1,000 EA		
0300	10006411 LETTERHEAD,WHITE,COCKLE,20#,NONBLK INK ONE COLOR OTHER THAN BLACK. DOMITAR NEKOOSA 20# BOND QUANTITY BREAK: 25,000-50,000	25,000 each	19.68 per /1,000	\$ 492.00
	Valid from: 02/22/2005 To: 02/28/2006			
	Gross Price 19.68 USD	1,000 EA		
	Valid from: 03/01/2006 To: 02/28/2007			
	Gross Price 22.63 USD	1,000 EA		

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS

Page
11/39

Term Contract

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

Item	Material/Description	Target QtyUM	Unit Price	Amount
0310	10100844 ENVELOPE,REG.#10,WH.WOVE,RECYCLE,24LB. ONE COLOR OTHER THAN BLACK. PRINTMASTER EARTHWOVE 24# QUANTITY BREAK: 1,000-2,000 Valid from: 02/22/2005 To: 02/28/2006 Gross Price 25.00 USD 1,000 EA Valid from: 03/01/2006 To: 02/28/2007 Gross Price 28.75 USD 1,000 EA	1,000 each	25.00 per /1,000	\$ 25.00
0320	10100844 ENVELOPE,REG.#10,WH.WOVE,RECYCLE,24LB. ONE COLOR OTHER THAN BLACK. PRINTMASTER EARTHWOVE 24# QUANTITY BREAK: 2,500-4,000 Valid from: 02/22/2005 To: 02/28/2006 Gross Price 23.00 USD 1,000 EA Valid from: 03/01/2006 To: 02/28/2007 Gross Price 26.45 USD 1,000 EA	2,500 each	23.00 per /1,000	\$ 57.50
0330	10100844 ENVELOPE,REG.#10,WH.WOVE,RECYCLE,24LB. ONE COLOR OTHER THAN BLACK. PRINTMASTER EARTHWOVE 24# QUANTITY BREAK: 5,000-9,000 Valid from: 02/22/2005 To: 02/28/2006 Gross Price 19.74 USD 1,000 EA Valid from: 03/01/2006 To: 02/28/2007 Gross Price 22.70 USD 1,000 EA	5,000 each	19.74 per /1,000	\$ 98.70

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS

Page
12/39

Term Contract

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

Item	Material/Description	Target QtyUM	Unit Price	Amount
0340	10100844 ENVELOPE, REG.#10, WH.WOVE, RECYCLE, 24LB. ONE COLOR OTHER THAN BLACK. PRINTMASTER EARTHWOVE 24# QUANTITY BREAK: 10,000-24,000 Valid from: 02/22/2005 To: 02/28/2006 Gross Price 18.65 USD 1,000 EA Valid from: 03/01/2006 To: 02/28/2007 Gross Price 21.45 USD 1,000 EA	10,000 each	18.65 per /1,000	\$ 186.50
0350	10100844 ENVELOPE, REG.#10, WH.WOVE, RECYCLE, 24LB. ONE COLOR OTHER THAN BLACK. PRINTMASTER EARTHWOVE 24# QUANTITY BREAK: 25,000-50,000 Valid from: 02/22/2005 To: 02/28/2006 Gross Price 17.55 USD 1,000 EA Valid from: 03/01/2006 To: 02/28/2007 Gross Price 20.18 USD 1 EA	25,000 each	17.55 per /1,000	\$ 438.75
0360	10100845 ENVELOPE, REG.#10, RECYCLE, 24LB. WHITE BND ONE COLOR OTHER THAN BLACK. MATCHING ENVELOPES, WHITE BOND, DOMTAR NEKOOSA 24# QUANTITY BREAK: 1,000-2,000 Valid from: 02/22/2005 To: 02/28/2006 Gross Price 48.93 USD 1,000 EA	1,000 each	48.93 per /1,000	\$ 48.93

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS
Term Contract

Page
13/39

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

Item	Material/Description	Target Qty	UM	Unit Price	Amount
<hr/>					
	Valid from: 03/01/2006 To: 02/28/2007				
	Gross Price	56.27 USD	1,000 EA		
<hr/>					
0370	10100845 ENVELOPE, REG.#10,RECYCLE,24LB.WHITE BND ONE COLOR OTHER THAN BLACK. MATCHING ENVELOPES, WHITE BOND, DOMTAR NEKOOSA 24# QUANTITY BREAK: 2,500-4,000	2,500	each	47.87 per /1,000	\$ 119.68
	Valid from: 02/22/2005 To: 02/28/2006				
	Gross Price	47.87 USD	1,000 EA		
	Valid from: 03/01/2006 To: 02/28/2007				
	Gross Price	55.05 USD	1 EA		
<hr/>					
0380	10100845 ENVELOPE, REG.#10,RECYCLE,24LB.WHITE BND ONE COLOR OTHER THAN BLACK. MATCHING ENVELOPES, WHITE BOND, DOMTAR NEKOOSA 24# QUANTITY BREAK: 5,000-9,000	5,000	each	47.87 per /1,000	\$ 239.35
	Valid from: 02/22/2005 To: 02/28/2006				
	Gross Price	47.87 USD	1,000 EA		
	Valid from: 03/01/2006 To: 02/28/2007				
	Gross Price	55.05 USD	1,000 EA		
<hr/>					
0390	10100845 ENVELOPE, REG.#10,RECYCLE,24LB.WHITE BND ONE COLOR OTHER THAN BLACK. MATCHING ENVELOPES, WHITE BOND, DOMTAR NEKOOSA 24# QUANTITY BREAK: 10,000-24,000	10,000	each	46.80 per /1,000	\$ 468.00

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS
Term Contract

Page
14/39

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

Item	Material/Description	Target Qty	UM	Unit Price	Amount
<hr/>					
Valid from: 02/22/2005 To: 02/28/2006					
	Gross Price	46.80	USD	1,000 EA	
Valid from: 03/01/2006 To: 02/28/2007					
	Gross Price	53.82	USD	1,000 EA	
<hr/>					
0400	10100845 ENVELOPE, REG.#10,RECYCLE,24LB.WHITE BND ONE COLOR OTHER THAN BLACK. MATCHING ENVELOPES, WHITE BOND, DOMTAR NEKOOSA 24# QUANTITY BREAK: 25,000-50,000	25,000	each	46.80 per /1,000	\$ 1,170.00
<hr/>					
Valid from: 02/22/2005 To: 02/28/2006					
	Gross Price	46.80	USD	1,000 EA	
Valid from: 03/01/2006 To: 02/28/2007					
	Gross Price	53.82	USD	1,000 EA	
<hr/>					
0410	10006414 LETTERHEAD,NATURAL,LINEN,24#NONBLK INK ONE COLOR OTHER THAN BLACK. LINEN FINISH, NATURAL COLOR, NEKOOSA LINEN 24# QUANTITY BREAK: 1,000-2,000	1,000	each	31.89 per /1,000	\$ 31.89
<hr/>					
0420	10006414 LETTERHEAD,NATURAL,LINEN,24#NONBLK INK ONE COLOR OTHER THAN BLACK. LINEN FINISH, NATURAL COLOR, NEKOOSA LINEN 24# QUANTITY BREAK: 2,500-4,000	2,500	each	28.00 per /1,000	\$ 70.00
<hr/>					
0430	10006414 LETTERHEAD,NATURAL,LINEN,24#NONBLK INK ONE COLOR OTHER THAN BLACK. LINEN FINISH, NATURAL COLOR, NEKOOSA LINEN 24# QUANTITY BREAK: 5,000-9,000	5,000	each	24.21 per /1,000	\$ 121.05

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS

Term Contract

Page
15/39

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

Item	Material/Description	Target QtyUM	Unit Price	Amount
0440	10006414 LETTERHEAD,NATURAL,LINEN,24#NONBLK INK ONE COLOR OTHER THAN BLACK. LINEN FINISH, NATURAL COLOR, NEKOOSA LINEN 24# QUANTITY BREAK: 10,000-24,000	10,000 each	23.42 per /1,000	\$ 234.20
0450	10006414 LETTERHEAD,NATURAL,LINEN,24#NONBLK INK ONE COLOR OTHER THAN BLACK. LINEN FINISH, NATURAL COLOR, NEKOOSA LINEN 24# QUANTITY BREAK: 25,000-50,000	25,000 each	22.74 per /1,000	\$ 568.50
0460	10121601 ENVELOPE,PRINT,RECY,#10,1COLOR,NOT/BLK ONE COLOR OTHER THAN BLACK. MATCHING #10 ENVELOPES, LINEN FINISH, NATURAL COLOR, NEKOOSA LINEN 24# QUANTITY BREAK: 1,000-2,000	1 Thousand	59.16	\$ 59.16
0470	10121601 ENVELOPE,PRINT,RECY,#10,1COLOR,NOT/BLK ONE COLOR OTHER THAN BLACK. MATCHING #10 ENVELOPES, LINEN FINISH, NATURAL COLOR, NEKOOSA LINEN 24# QUANTITY BREAK: 2,500-4,000	3 Thousand	57.00	\$ 142.50
0480	10121601 ENVELOPE,PRINT,RECY,#10,1COLOR,NOT/BLK ONE COLOR OTHER THAN BLACK. MATCHING #10 ENVELOPES, LINEN FINISH, NATURAL COLOR, NEKOOSA LINEN 24# QUANTITY BREAK: 5,000-9,000	5 Thousand	52.30	\$ 261.50
0490	10121601 ENVELOPE,PRINT,RECY,#10,1COLOR,NOT/BLK ONE COLOR OTHER THAN BLACK. MATCHING #10 ENVELOPES, LINEN FINISH, NATURAL COLOR, NEKOOSA LINEN 24# QUANTITY BREAK: 10,000-24,000	10 Thousand	50.50	\$ 505.00

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS

Term Contract

Page
16/39

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

Item	Material/Description	Target QtyUM	Unit Price	Amount
0500	10121601 ENVELOPE,PRINT,RECY,#10,1COLOR,NOT/BLK ONE COLOR OTHER THAN BLACK. MATCHING #10 ENVELOPES, LINEN FINISH, NATURAL COLOR, NEKOOSA LINEN 24# QUANTITY BREAK: 25,000-50,000	25 Thousand	48.84	\$ 1,221.00
0510	10006416 LETTERHEAD,WHITE,COCKLE,20#,2COLOR INK TWO COLORS OF INK. DOMITAR NEKOOSA 20# BOND QUANTITY BREAK: 1,000-2,000 Valid from: 02/22/2005 To: 02/28/2006 Gross Price 37.74 USD 1,000 EA Valid from: 03/01/2006 To: 02/28/2007 Gross Price 43.40 USD 1,000 EA	1,000 each	37.74 per /1,000	\$ 37.74
0520	10006416 LETTERHEAD,WHITE,COCKLE,20#,2COLOR INK TWO COLORS OF INK. DOMITAR NEKOOSA 20# BOND QUANTITY BREAK: 2,500-4,000 Valid from: 02/22/2005 To: 02/28/2006 Gross Price 33.60 USD 1,000 EA Valid from: 03/01/2006 To: 02/28/2007 Gross Price 38.64 USD 1,000 EA	2,500 each	33.60 per /1,000	\$ 84.00
0530	10006416 LETTERHEAD,WHITE,COCKLE,20#,2COLOR INK TWO COLORS OF INK. DOMITAR NEKOOSA 20# BOND	5,000 each	25.50 per /1,000	\$ 127.50

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS
Term Contract

Page
17/39

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

Item	Material/Description	Target QtyUM	Unit Price	Amount
	QUANTITY BREAK: 5,000-9,000			
	Valid from: 02/22/2005 To: 02/28/2006			
	Gross Price 25.50 USD	1,000 EA		
	Valid from: 03/01/2006 To: 02/28/2007			
	Gross Price 29.33 USD	1,000 EA		
0540	10006416 LETTERHEAD,WHITE,COCKLE,20#,2COLOR INK TWO COLORS OF INK. DOMITAR NEKOOSA 20# BOND QUANTITY BREAK: 10,000-24,000	10,000 each	21.95 per /1,000	\$ 219.50
	Valid from: 02/22/2005 To: 02/28/2006			
	Gross Price 21.95 USD	1,000 EA		
	Valid from: 03/01/2006 To: 02/28/2007			
	Gross Price 25.24 USD	1,000 EA		
0550	10006416 LETTERHEAD,WHITE,COCKLE,20#,2COLOR INK TWO COLORS OF INK. DOMITAR NEKOOSA 20# BOND QUANTITY BREAK: 25,000-50,000	25,000 each	20.52 per /1,000	\$ 513.00
	Valid from: 02/22/2005 To: 02/28/2006			
	Gross Price 20.52 USD	1,000 EA		
	Valid from: 03/01/2006 To: 02/28/2007			
	Gross Price 23.60 USD	1,000 EA		

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS
Term Contract

Page
18/39

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

Item	Material/Description	Target Qty	UM	Unit Price	Amount
0560	10100847 ENVELOPE,REG.#10,RECYCLE,24LB,WHT.WOVE TWO COLORS OF INK. PRINTMASTER EARTHWOVE 24# QUANTITY BREAK: 1,000-2,000 Valid from: 02/22/2005 To: 02/28/2006 Gross Price 25.53 USD 1,000 EA Valid from: 03/01/2006 To: 02/28/2007 Gross Price 29.36 USD 1,000 EA	1,000	each	25.53 per /1,000	\$ 25.53
0570	10100847 ENVELOPE,REG.#10,RECYCLE,24LB,WHT.WOVE TWO COLORS OF INK. PRINTMASTER EARTHWOVE 24# QUANTITY BREAK: 2,500-4,000 Valid from: 02/22/2005 To: 02/28/2006 Gross Price 25.53 USD 1,000 EA Valid from: 03/01/2006 To: 02/28/2007 Gross Price 29.36 USD 1,000 EA	2,500	each	25.53 per /1,000	\$ 63.83
0580	10100847 ENVELOPE,REG.#10,RECYCLE,24LB,WHT.WOVE TWO COLORS OF INK. PRINTMASTER EARTHWOVE 24# QUANTITY BREAK: 5,000-9,000 Valid from: 02/22/2005 To: 02/28/2006 Gross Price 25.53 USD 1,000 EA Valid from: 03/01/2006 To: 02/28/2007 Gross Price 29.36 USD 1,000 EA	5,000	each	25.53 per /1,000	\$ 127.65

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS

Page
19/39

Term Contract

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

Item	Material/Description	Target Qty	UM	Unit Price	Amount
0590	10100847 ENVELOPE,REG.#10,RECYCLE,24LB,WHT.WOVE TWO COLORS OF INK. PRINTMASTER EARTHWOVE 24# QUANTITY BREAK: 10,000-24,000 Valid from: 02/22/2005 To: 02/28/2006 Gross Price 20.73 USD 1,000 EA Valid from: 03/01/2006 To: 02/28/2007 Gross Price 23.84 USD 1,000 EA	10,000	each	20.73 per /1,000	\$ 207.30
0600	10100847 ENVELOPE,REG.#10,RECYCLE,24LB,WHT.WOVE TWO COLORS OF INK. PRINTMASTER EARTHWOVE 24# QUANTITY BREAK: 25,000-50,000 Valid from: 02/22/2005 To: 02/28/2006 Gross Price 21.00 USD 1,000 EA Valid from: 03/01/2006 To: 02/28/2007 Gross Price 24.15 USD 1,000 EA	25,000	each	21.00 per /1,000	\$ 525.00
0610	10100848 ENVELOPE,REG#10,TWO COLOR INK,WHITE BND. TWO COLORS OF INK. MATCHING ENVELOPES, WHITE BOND, DOMTAR NEKOOSA 24# QUANTITY BREAK: 1,000-2,000 Valid from: 02/22/2005 To: 02/28/2006 Gross Price 50.00 USD 1,000 EA	1,000	each	50.00 per /1,000	\$ 50.00

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS

Term Contract

Page
20/39

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

Item	Material/Description	Target Qty	UM	Unit Price	Amount
Valid from: 03/01/2006 To: 02/28/2007					
	Gross Price	57.50	USD	1,000 EA	
0620	10100848 ENVELOPE,REG#10,TWO COLOR INK,WHITE BND. TWO COLORS OF INK. MATCHING ENVELOPES, WHITE BOND, DOMTAR NEKOOSA 24# QUANTITY BREAK: 2,500-4,000	2,500	each	50.00 per /1,000	\$ 125.00
Valid from: 02/22/2005 To: 02/28/2006					
	Gross Price	50.00	USD	1,000 EA	
Valid from: 03/01/2006 To: 02/28/2007					
	Gross Price	57.50	USD	1,000 EA	
0630	10100848 ENVELOPE,REG#10,TWO COLOR INK,WHITE BND. TWO COLORS OF INK. MATCHING ENVELOPES, WHITE BOND, DOMTAR NEKOOSA 24# QUANTITY BREAK: 5,000-9,000	5,000	each	48.92 per /1,000	\$ 244.60
Valid from: 02/22/2005 To: 02/28/2006					
	Gross Price	48.92	USD	1,000 EA	
Valid from: 03/01/2006 To: 02/28/2007					
	Gross Price	56.26	USD	1,000 EA	
0640	10100848 ENVELOPE,REG#10,TWO COLOR INK,WHITE BND. TWO COLORS OF INK. MATCHING ENVELOPES, WHITE BOND, DOMTAR NEKOOSA 24# QUANTITY BREAK: 10,000-24,000	10,000	each	47.87 per /1,000	\$ 478.70

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS
Term Contract

Page
21/39

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

Item	Material/Description	Target Qty	UM	Unit Price	Amount
<hr/>					
Valid from: 02/22/2005 To: 02/28/2006					
	Gross Price	47.87 USD	1,000 EA		
Valid from: 03/01/2006 To: 02/28/2007					
	Gross Price	55.05 USD	1,000 EA		
<hr/>					
0650	10100848 ENVELOPE,REG#10,TWO COLOR INK,WHITE BND. TWO COLORS OF INK. MATCHING ENVELOPES, WHITE BOND, DOMTAR NEKOOSA 24# QUANTITY BREAK: 25,000-50,000	25,000	each	46.80 per /1,000	\$ 1,170.00
Valid from: 02/22/2005 To: 02/28/2006					
	Gross Price	46.80 USD	1,000 EA		
Valid from: 03/01/2006 To: 02/28/2007					
	Gross Price	53.82 USD	1,000 EA		
<hr/>					
0660	10006419 LETTERHEAD,NATURAL,LINEN,24#2COLOR INK TWO COLORS OF INK. LINEN FINISH, NATURAL COLOR, NEKOOSA LINEN 24# QUANTITY BREAK: 1,000-2,000	1,000	each	41.86 per /1,000	\$ 41.86
<hr/>					
0670	10006419 LETTERHEAD,NATURAL,LINEN,24#2COLOR INK TWO COLORS OF INK. LINEN FINISH, NATURAL COLOR, NEKOOSA LINEN 24# QUANTITY BREAK: 2,500-4,000	2,500	each	35.21 per /1,000	\$ 88.03
<hr/>					
0680	10006419 LETTERHEAD,NATURAL,LINEN,24#2COLOR INK TWO COLORS OF INK. LINEN FINISH, NATURAL COLOR, NEKOOSA LINEN 24# QUANTITY BREAK: 5,000-9,000	5,000	each	31.00 per /1,000	\$ 155.00

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS
Term Contract

Page
22/39

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

Item	Material/Description	Target Qty	UM	Unit Price	Amount
0690	10006419 LETTERHEAD,NATURAL,LINEN,24#2COLOR INK TWO COLORS OF INK. LINEN FINISH, NATURAL COLOR, NEKOOSA LINEN 24# QUANTITY BREAK: 10,000-24,000	10,000	each	26.50 per /1,000	\$ 265.00
0700	10006419 LETTERHEAD,NATURAL,LINEN,24#2COLOR INK TWO COLORS OF INK. LINEN FINISH, NATURAL COLOR, NEKOOSA LINEN 24# QUANTITY BREAK: 25,000-50,000	25,000	each	24.78 per /1,000	\$ 619.50
0710	10121602 ENVELOPE,PRINT,RECY,#10,2COLOR TWO COLORS OF INK. MATCHING #10 ENVELOPES, LINEN FINISH, NATURAL COLOR, NEKOOSA LINEN 24# QUANTITY BREAK: 1,000-2,000	1	Thousand	55.00	\$ 55.00
0720	10121602 ENVELOPE,PRINT,RECY,#10,2COLOR TWO COLORS OF INK. MATCHING #10 ENVELOPES, LINEN FINISH, NATURAL COLOR, NEKOOSA LINEN 24# QUANTITY BREAK: 2,500-4,000	2	Thousand	52.00	\$ 104.00
0730	10121602 ENVELOPE,PRINT,RECY,#10,2COLOR TWO COLORS OF INK. MATCHING #10 ENVELOPES, LINEN FINISH, NATURAL COLOR, NEKOOSA LINEN 24# QUANTITY BREAK: 5,000-9,000	5	Thousand	45.74	\$ 228.70
0740	10121602 ENVELOPE,PRINT,RECY,#10,2COLOR TWO COLORS OF INK. MATCHING #10 ENVELOPES, LINEN FINISH, NATURAL COLOR, NEKOOSA LINEN 24# QUANTITY BREAK: 10,000-24,000	10	Thousand	46.80	\$ 468.00

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS
Term Contract

Page
23/39

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

Item	Material/Description	Target QtyUM	Unit Price	Amount
0750	10121602 ENVELOPE,PRINT,RECY,#10,2COLOR TWO COLORS OF INK. MATCHING #10 ENVELOPES, LINEN FINISH, NATURAL COLOR, NEKOOSA LINEN 24# QUANTITY BREAK: 25,000-50,000	25 Thousand	45.75	\$ 1,143.75
0760	10006421 BLANK,SECOND SHEET FOR LETTERHEAD,COCKLE DOMITAR NEKOOSA 20# BOND QUANTITY BREAK: 1,000-2,000 Valid from: 02/22/2005 To: 02/28/2006 Gross Price 13.95 USD 1,000 EA Valid from: 03/01/2006 To: 02/28/2007 Gross Price 16.04 USD 1,000 EA	1,000 each	13.95 per /1,000	\$ 13.95
0770	10006421 BLANK,SECOND SHEET FOR LETTERHEAD,COCKLE DOMITAR NEKOOSA 20# BOND QUANTITY BREAK: 2,500-4,000 Valid from: 02/22/2005 To: 02/28/2006 Gross Price 13.95 USD 1,000 EA Valid from: 03/01/2006 To: 02/28/2007 Gross Price 16.04 USD 1,000 EA	2,500 each	13.95 per /1,000	\$ 34.88
0780	10006421 BLANK,SECOND SHEET FOR LETTERHEAD,COCKLE DOMITAR NEKOOSA 20# BOND QUANTITY BREAK: 5,000-9,000 Valid from: 02/22/2005 To: 02/28/2006	5,000 each	13.95 per /1,000	\$ 69.75

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS

Term Contract

Page
24/39

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

Item	Material/Description	Target QtyUM	Unit Price	Amount
	Gross Price 13.95 USD 1,000 EA			
	Valid from: 03/01/2006 To: 02/28/2007			
	Gross Price 16.04 USD 1,000 EA			
0790	10006421 BLANK,SECOND SHEET FOR LETTERHEAD,COCKLE DOMITAR NEKOOSA 20# BOND QUANTITY BREAK: 10,000-24,000	10,000 each	13.95 per /1,000	\$ 139.50
	Valid from: 02/22/2005 To: 02/28/2006			
	Gross Price 13.95 USD 1,000 EA			
	Valid from: 03/01/2006 To: 02/28/2007			
	Gross Price 16.04 USD 1,000 EA			
0800	10006421 BLANK,SECOND SHEET FOR LETTERHEAD,COCKLE DOMITAR NEKOOSA 20# BOND QUANTITY BREAK: 25,000-50,000	25,000 each	13.95 per /1,000	\$ 348.75
	Valid from: 02/22/2005 To: 02/28/2006			
	Gross Price 13.95 USD 1,000 EA			
	Valid from: 03/01/2006 To: 02/28/2007			
	Gross Price 16.04 USD 1,000 EA			
0810	10006422 BLANK,SECOND SHEET FOR LETTERHEAD,LINEN LINEN FINISH, NATURAL COLOR, NEKOOSA LINEN 24# QUANTITY BREAK: 1,000-2,000	1,000 each	17.00 per /1,000	\$ 17.00

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS

Term Contract

Page
25/39

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

Item	Material/Description	Target Qty	UM	Unit Price	Amount
0820	10006422 BLANK,SECOND SHEET FOR LETTERHEAD,LINEN LINEN FINISH, NATURAL COLOR, NEKOOSA LINEN 24# QUANTITY BREAK: 2,500-4,000	2,500	each	17.00 per /1,000	\$ 42.50
0830	10006422 BLANK,SECOND SHEET FOR LETTERHEAD,LINEN LINEN FINISH, NATURAL COLOR, NEKOOSA LINEN 24# QUANTITY BREAK: 5,000-9,000	5,000	each	17.00 per /1,000	\$ 85.00
0840	10006422 BLANK,SECOND SHEET FOR LETTERHEAD,LINEN LINEN FINISH, NATURAL COLOR, NEKOOSA LINEN 24# QUANTITY BREAK: 10,000-24,000	10,000	each	17.00 per /1,000	\$ 170.00
0850	10006422 BLANK,SECOND SHEET FOR LETTERHEAD,LINEN LINEN FINISH, NATURAL COLOR, NEKOOSA LINEN 24# QUANTITY BREAK: 25,000-50,000	25,000	each	17.00 per /1,000	\$ 425.00
0860	10121603 PRINTING,BLEEDS,1EDGE ADDITIONAL CHARGE FOR BLEEDS ON LETTERHEAD	10	Thousand	3.75	\$ 37.50
0870	10121604 PRINTING,BLEEDS,2EDGE ADDITIONAL CHARGE FOR BLEEDS ON LETTERHEAD	10	Thousand	3.75	\$ 37.50
0880	10121605 PRINTING,BLEEDS,3EDGE ADDITIONAL CHARGE FOR BLEEDS ON LETTERHEAD	10	Thousand	5.25	\$ 52.50
0890	10121606 PRINTING,BLEEDS,4EDGE ADDITIONAL CHARGE FOR BLEEDS ON LETTERHEAD	10	Thousand	5.25	\$ 52.50

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS

Term Contract

Page
26/39

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

Item	Material/Description	Target QtyUM	Unit Price	Amount
0900	10121603 PRINTING,BLEEDS,1EDGE ADDITIONAL CHARGE FOR BLEEDS ON ENVELOPES	10 Thousand	1.50	\$ 15.00
0910	10121604 PRINTING,BLEEDS,2EDGE ADDITIONAL CHARGE FOR BLEEDS ON ENVELOPES	10 Thousand	2.15	\$ 21.50
0920	10121605 PRINTING,BLEEDS,3EDGE ADDITIONAL CHARGE FOR BLEEDS ON ENVELOPES	10 Thousand	2.15	\$ 21.50
0930	10121606 PRINTING,BLEEDS,4EDGE ADDITIONAL CHARGE FOR BLEEDS ON ENVELOPES	10 Thousand	2.15	\$ 21.50

GENERAL SPECIFICATIONS

SCOPE:

This term contract is for printed letterhead, envelopes and second sheets for State Agencies and Cooperative Purchasing Program Participants to procure on an as needed basis throughout a one (1) year period. ALL STOCK IS RECYCLED.

Contract includes:

- Up to two (2) colors of ink
- 20# white bond letterhead
- 24# white wove envelopes
- 24# matching white bond envelopes
- 24# linen finish natural color letterhead and 24# matching envelopes

Prices covers all of the materials and operations necessary for the production of items specified including but not limited to paper stocks, negatives, proofs, printing, packaging and inside delivery.

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS

Term Contract

Page
27/39

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

AWARDING INSTRUCTIONS: This Contract was awarded by grand total to the lowest responsible, responsive bidder. Grand total will be determined by multiplying all estimated quantities by unit price per thousand to obtain the item total and adding all items to obtain a section total. All section totals will then be added for a grand total. Considerations was given only to those bidders who bid on all items.

VENDOR CONTACT: Bidder is requested to complete the information below identifying the person who will represent the contractor in all matters related to this contract.

Randy Burrall
12120 Colonel Glenn Rd., Suite 6200
Little Rock, AR 72210
501-312-7419
501-224-4769
rburrall@gdxinc.com

DELIVERY SCHEDULE:

1. Inside delivery of the finished items must be made to the location specified on the ordering entity's purchase order.

2. Section I, Items 1-25, Letterhead and Envelopes, Black Ink Only:

Orders requiring original composition must be delivered within fifteen (15) working days after receipt of order.

Orders with camera-ready copy or negatives furnished are to be delivered within ten (10) working days after receipt of order.

3. Section II, Items 26-50, Letterhead and Envelopes, One Color of Ink Other Than Black, and Section III, Items 51-75, Letterhead and Envelopes, Two Colors of Ink, and Section V, Items 86-93, items requiring bleeds;
Orders are to be delivered within twenty (20) working days after receipt of order.

4. Section IV, Items 76-85, Second Sheets:
Orders to be delivered within ten (10) working days after receipt of order.

5. If proofs are required, or requested, proof must be provided to the using agency within 7 working days after receipt of order. This time is part of production time. If copy changes and/or corrections are needed vendor to return changed/corrected proof to the using agency within 3 working days. The time the proof is out of the vendor's hands for agency approval will not count against production time.

6. "Working days" shall be defined as Monday through Friday of each week exclusive of all official state holidays.

7. The contractor shall be responsible for all transportation expenses including charges for inside delivery.

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS

Page
28/39

Term Contract

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

QUALITY:

1. The printing and workmanship provided under this contract shall be of excellent quality. Consistent ink density and coverage is required. Hollow or pitted type, hairlines, broken serifs and fluctuating alignment will not be accepted. All printing must be clear and concise with no blurred or broken letters.
2. A significant number of the orders processed under this contract will be reprints for which existing negatives can be utilized. It is the responsibility of the contractor to inspect all provided artwork and negatives prior to production to insure that the quality requirements of this contract can be maintained.
3. Negatives which through repeated use have become unusable may be replaced in accordance with the provisions outlined under "Obligations of the Contractor".
4. Envelopes provided under the scope of this contract shall be of good quality. The envelopes must meet the minimum Federal Postal Regulations. The dimensions of the envelopes shall not deviate more than plus or minus 1/16" from those given. All envelopes must be of the quality, strength, and construction to allow machine insertion. Squeeze out of excessive glue must not occur.
5. Side seam envelopes, except as noted, will be allowable under this contract with prior approval of the user. Vendor shall guarantee all above stipulations for quality. If problems occur, vendor shall replace the envelope order at no charge. No side seam envelopes will be accepted by the Department of Finance & Administration under this contract.

PERFORMANCE SECURITY:

In order to assure full performance of all obligations imposed on a vendor by contracting with the state, the vendor was required to provide a performance security in an amount of ten percent (10%) of the total bid price submitted by the bidder within 10 working days from the date of receipt of the state's written notification of intent to award a bid. The form of security required shall be a performance bond such as is usually and customarily written and issued by surety companies licensed and authorized to do business in Arkansas or an irrevocable letter of credit from an Arkansas bank. A cashier's/certified check may also be accepted in certain circumstances. The contract shall be awarded upon acceptance of the performance security by the state procurement agent/official.

If a vendor fails to deliver the required performance security, the bid shall be rejected and the contract shall be awarded to the provider of the next ranked bid. In the event of a breach of contract, either through quality problems, late delivery, substitutions, nonperformance, or other areas within the control of the vendor, the state procurement agent/official will notify the vendor in writing of the default and may assess reasonable charges against the vendor's performance security. If, after notification of default, the vendor fails to remedy the state's damages within ten (10) working days, the state procurement agent/official may initiate procedures for collection against the vendor's performance security.

In order to achieve the greatest economy for the state, the state procurement agent/official may choose the next highest ranked bidder, readvertise for bids, negotiate a purchase, or complete any other action consistent with the purchasing laws. The performance security will be released at the end of the contract term.

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS

Term Contract

Page
29/39

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

ESTIMATED QUANTITIES:

The quantities set forth within this Contract are estimates based upon orders submitted during the previous contract period over a twelve month period. Contractor must furnish the quantity requisitioned whether more or less than the estimates, as the State of Arkansas may elect.

TERM:

The term of this contract shall be effective March 1, 2005 and ending February 28, 2006.

EXTENSION CLAUSE:

Any contract awarded from the offering of these specifications will be subject to up to three (3) extensions each for a period not to exceed a 12-month period. Any extension must be mutually agreed upon by the Office of State Procurement and the contractor. The Office of State Procurement will notify the contractor before expiration of the contract if an extension is requested. The price change clause will remain in effect for any period agreed upon for extension.

SUMMARY REPORTS:

The contractor is required to provide the Office of State Procurement with a summary report of the activity experienced under this contract every three (3) months.

The summary reports for all State agency orders and for Cooperative Purchasing Participant orders shall be routed to The Office of State Procurement, Attn: Letterhead Buyer.

Quarterly reports are due by the following dates:

Report #1 - June 15
Report #2 - September 15
Report #3 - December 15
Report #4 - March 15

The report to include a list of any RUSH orders accepted by the vendor and a list of all orders placed on this contract by breakdown by all line items, number of orders within line items and total quantity ordered within line items.

Failure to provide this information in a timely manner may be grounds for exclusion of that contractor from participation in the next contract due to a non-responsible bidder.

Failure to submit this data may be deemed as noncompliance with the provisions of the contract which will be grounds for exclusion of that contractor from participation in the next contract as a non-responsible bidder and/or constitute default which shall be grounds for cancellation of this contract.

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS

Term Contract

Page
30/39

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

ORDERS:

All orders placed against this contract will be in the form of a purchase order issued directly to the contractor. A written purchase order received by mail or facsimile must be in the contractor's possession before shipment can be made. Walk in or verbal orders will not be accepted by the contractor.

Minimum order for letterhead and envelopes will be 1,000.

Maximum orders for letterhead and if desired, envelopes will be 50,000 per order. Orders above the maximum amounts will be bid separately.

20# white wove envelopes must be ordered with letterhead. If 20# white wove envelopes are needed without letterhead agency must order off the State Printed Envelope Contract.

24# envelopes, white or linen finish, may be ordered individually off this contract with a minimum order of 1,000.

Ordering entity should provide the name and number of a contact person to facilitate communication from vendor.

RUSH ORDERS:

If a State agency requires delivery of an order in less than the specified time outlined in this contract, that agency must contact the contractor. They may choose one of the two options stated below:

Option 1. Waive the order from the contract, which will allow the agency to procure elsewhere. Agency to forward a copy of any "Rush" orders to the Office of State Procurement, Attn: Beverly Webb.

Option 2. Accept the order and meet delivery requested. The ordering agency should obtain a written document with the agreed delivery date stated. The contractor may charge 1% of the original contract price for each working day less than the prescribed time authorized by the contract, that the delivery schedule is reduced. Rush order upcharges shall not exceed twenty percent (20%) of the original contract price.

If the contractor fails to meet the "RUSH" delivery, the rush charge will not be applied. If the contractor exceeds the delivery time for a normal delivery, the contractor may be charged late charges.

EXCEPTIONS: (State Agencies)

1. The Arkansas State Senate and Arkansas House of Representatives are exempt from this contract if they so desire. Bidders are advised that orders made by the Arkansas State Legislature will be minimal.
2. The State reserves the right to purchase letterhead from State owned printing facilities.
3. Four-color process, engraved, thermographed, legal and monarch size letterhead or envelopes are not covered under the scope of this contract and will be bid separately by the Office of State Procurement.

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS

Page
31/39

Term Contract

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

ITEM SPECIFICATIONS

SIZE:

The size of letterhead available under this contract is 8 1/2" x 11". All envelopes will be #10 regular envelopes. All stocks is recycled.

LETTERHEAD: White, Recycled, 25% Cotton Bond. 20 lb., cockle finish, with watermark. Brightness: 90.
DOMTAR NEKOOSA 20# BOND, COCKLE FINISH.

MATCHING ENVELOPES: White, Recycled, 25% Cotton Bond. 24 lb., cockle finish, with watermark. Brightness: 90. DOMTAR NEKOOSA 24# BOND, COCKLE FINISH.

ENVELOPES: White Wove, Recycled, 24 lb. Brightness: 83. Dry Gum (dextrin) adhesive shall be used.
PRINTMASTER EARTHWOVE 24#

LETTERHEAD AND MATCHING #10 ENVELOPES - NATURAL COLOR: Linen Finish, Recycled, 24 lb. Writing Paper. Dry gum (dextrin) adhesive shall be used on the envelopes. NEKOOSA LINEN NATURAL COLOR

SUBSTITUTIONS:

If at any point during the term of the contract the contractor is unable to provide the brand of paper stock indicated in the contract, any alternate brands must be verified as an equal and approved in writing by the Office of State Procurement prior to substitution or the State will not be responsible for payment.

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS

Page
32/39

Term Contract

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

PROOF OF PAPER COST:

Vendor shall provide written documentation of all paper costs. Documentation should be from paper house(s) to vendor. This information will be used in calculating cost increases or decreases during the term of the contract and will be kept confidential within the Office of State Procurement. . The price change clause will remain in effect for any period agreed upon for extension. Failure to provide this information to the Office of State Procurement may prevent any price increases.

PRICE CHANGE CLAUSE:

The contractor confirms that his company and any subcontractors will guarantee full disclosure and benefit of any and all paper price decreases passed along from the mill or supplier.

No price increases will be authorized during the initial 120 days of this contract. In the event of an industry wide paper price increase, the contractor may request a paper cost increase, but must furnish a written request including all documentation to support the cost increase. Price increases, which are approved, will become effective within the (10) working days after date of written authorization from the Office of State Procurement. Any price increase will remain firm for a period of not less than sixty (60) days.

Paper price information supplied by the successful bidder at time of award will be used as the basis for any cost increases or decreases authorized by the Office of State Procurement during the term of this contract and any subsequent periods of extension. The Office of State Procurement will review the price of paper on a regular basis. When market conditions indicate that a reduction in cost is warranted, the contractor will be required upon written notification from the Office of State Procurement to lower his price for paper on all jobs in production and on all future jobs until such time as an authorized change in cost is made or the contract is terminated. The actual amount of decrease in cost will be in direct proportion to the change in the marketplace. The contractor may be required to provide documentation of the prices paid for paper either by his company or his subcontractor.

CURRENT COST

--- - 1 X 100 = (Increase or Decrease)

PREVIOUS COST

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS

Page
33/39

Term Contract

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

INK:

This contract is restricted to the use of a maximum of two colors of ink (any PMS) on any one job (two color letterhead and/or envelopes.)

Gold ink, when requested, shall be simulated gold colored, non-metallic ink, PMS 871 or equivalent.

SOY INK REQUIREMENT

The use of a soy ink product is REQUIRED for the printing of this contract.

Brand of ink: KOHL-MADDEN Mfg.: KOHL-MADDEN

The oil-based inks used on state work must contain the following minimum percentages of soyoil:

Black news ink 40% of total formula weight

Color news ink 30% of total formula weight

Sheet-fed ink 20% of total formula weight

Heat-set ink 7% of total formula weight

Cold-set ink 30% of total formula weight

Business forms ink 20% of total formula weight

The flexographic ink (water-based) used on state work must have a vehicle containing a minimum of 20 percent soy protein; a minimum of 15 percent of the vehicle must be included in the ink.

COMPOSITION:

When original composition for letterhead and/or envelopes is required, the contractor may charge three dollars (\$3.00) per line not to exceed \$15.00 per item. This charge will also be allowed when vendor must strip in line change on existing negatives. If agency furnishes negatives or camera-ready copy there will be no additional charge. When requested, the Arkansas State Seal shall be furnished. If any substitution or alteration of this seal occurs, contractor will be required to reprint the order.

In instances where a negative or original copy is not provided, the vendor will be required to reset the type. Second generation negatives are not to be used.

Any special artwork or logos must be provided camera ready by the ordering entity.

PRINTING ON FLAP OF ENVELOPE:

Pricing of envelopes includes printing of the return address on the front of the envelope. Printing of the return address on the flap of the envelope is available for an additional upcharge of 25% of the total cost of envelopes ordered.

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS

Term Contract

Page
34/39

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

PROOFS:

1. Proofs are to be provided on all orders requiring the vendor to set composition. Proofs are not required for re-orders unless requested by the ordering entity. If requested on reorders, the vendor may charge \$5.00 per proof. If proof is required or requested proof must be provided to the using agency within 7 working days after receipt of order. If copy changes and/or corrections are needed vendor to return changed/corrected proof to the using agency within 3 working days.
2. Charge for author's alterations on blueline proof is \$1.00 per line not to exceed \$10.00 per each letterhead (and envelope) order.
3. Both the using agency and the contract holder are responsible for keeping accurate records showing the time copy and proofs are mailed and received in order to calculate the final delivery date of the finished product. These records must show the dates proofs are mailed or delivered to the using agency and the date(s) they are returned. When the proofs are returned to the using agency, the contract holder will provide a proofing document for the agency to sign indicating if corrections are necessary. The document will show the signature of the person reviewing the document, the date it was reviewed, and the necessary corrections to be made, if any. The contractor will not proceed without this signature. The time proofs are out of his plant will not count against production time.
4. When proofs are submitted to the agency, it will be the agency's responsibility to make the necessary corrections. The notation "AA" (Author's Alterations) or "PE" (Printer's Error) will be made in the margin of the copy along side each correction.
5. Author's alterations are changes made by the originator after typesetting has been accomplished according to the original manuscript. If the printer makes errors in the setting of composition, the correction of these errors is not chargeable to the agency. The "PE", "AA" designations will identify those charges for which the agency should correctly be billed. Since most manuscripts have substantial changes made during the proofing process, a sizeable amount of money may be involved.
6. All corrections must be made in blue, non-reproducing pencil.
7. Send proofs to appropriate state agency or cooperative purchasing program participant.

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS

Term Contract

Page
35/39

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

OVERRUNS/UNDERRUNS:

Overruns will be priced at 80% of the unit contract price. Underruns will be priced at the full unit contract price and subtracted from the total bid price.

Quantity Ordered & Variation Allowed

1,000 - 2,000	10%
2,500 - 4,000	8%
5,000 - 9,000	6%
10,000 - 24,000	4%
25,000 - 50,000	2%

PACKAGING:

All letterhead and envelopes shall be packaged in suitable boxes furnished by the contractor with a maximum of 500 sheets or envelopes per box. All boxes must be clearly labeled on the outside as to their contents.

Finished items shall be packaged and cartoned so as to protect the contents from damage during shipment, handling and storage. Cartons shall not exceed 40 lbs. in weight each.

INVOICING:

If not otherwise specified, the contractor must submit invoices to the ordering agency in triplicate. The invoice must clearly show the contract number and agency's purchase order number.

SAMPLES:

Contractors shall provide samples when requested by the Office of State Procurement. Sample must be provided within 5 working days after request.

If quality problems are evident, the Office of State Procurement in coordination with the using agency, will review the problems, and if the specifications of the contract are not met, will assess a penalty for the inferior merchandise. If, in the opinion of the Office of State Procurement and the using agency, the merchandise is unacceptable, the Vendor may be offered an opportunity to reprint the material within a reasonable time. At the time authorization for the reprint is given, the Office of State Procurement will establish, in writing, a new delivery date. If final delivery exceeds the original delivery date, the vendor may be charged a late penalty as specified in the contract. Receipt of the merchandise does not necessarily constitute acceptance. The using agency will be granted a reasonable time in which to inspect the merchandise and to determine if its quality meets the requirements or standards of the contract.

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS

Term Contract

Page
36/39

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

OBLIGATIONS OF CONTRACTOR:(State Agencies)

1. Contractor will be required to maintain all negatives utilized under this contract. (NOTE: Contractor is to comply with those orders requesting that negatives be included with shipment to the ordering entity. All transportation expenses shall be paid by the contractor.)
2. After award of the contract, the contractor will be shipped production quality negatives that are to be used in the printing of reorders. All of the negatives furnished to the contractor will remain the property of the State of Arkansas and any loss or damage to the negatives while in the possession of the contractor will require replacement at no cost of the State.
3. Negatives which have deteriorated through use and require replacement may be priced out as an original order after the contractor has provided notification to the ordering agency and received authorization to reset composition. New negatives provided for original orders and for replacement of existing negatives which are worn or defective are the property of the State and must be production quality.
4. Contractor will keep the negatives associated with this contract in a secure location. As orders are filled, the negatives used must be placed in an envelope or file pocket designating the ordering agency's name. Upon expiration or other termination of the contract, the contractor will be required within 10 working days after notification from State Purchasing to transfer those negatives used during the term of the contract and not currently in production to a location designated by the Office of State Procurement. All transportation expenses will be paid by the contractor. Negatives in production will be forwarded to the same location at contractor's expense no more than 20 working days after the expiration of the contract. Any negatives which have not been used during the two year term of this contract will be destroyed by the contractor at the contractor's expense.
5. A complete inventory list indicating the agency name and number of negatives must be delivered with the negatives used in production during the term of this contract. A copy of the list must be provided to the Office of State Procurement.
6. If the new contractor receives the negatives and the aforementioned requirements have not been met, the current contractor will be held responsible for correcting any discrepancies that may exist. Failure to complete this portion of the contract will be considered default and could jeopardize the future bidding status of the contractor.

OBLIGATIONS OF THE CONTRACTOR:(Cooperative Purchasing Participants)

1. Negatives which have deteriorated through use and require replacement will require notification to the ordering entity and authorization to reset composition. New negatives provided for original orders and for replacement of existing negatives which are worn or defective must be production quality.
2. The contractor must ship all negatives with the order.

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS

Term Contract

Page
37/39

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

GENERAL TERMS

MISCELLANEOUS CHARGES/ALLOWANCES: Prior to any work being performed under this contract that will result in additional costs, written authorization must be obtained from the Office of State Procurement.

Any other costs incurred in production and not provided for in these instructions and specifications may be invoiced at fair market price as established by the Office of State Procurement. However, any additional costs incurred after the contract award will not be used in determining the low bid. These costs may include, but are not limited to, halftones, author's alterations, extra composition, overruns, or any other unforeseen costs.

PROPERTY OF THE STATE: All dies, electroplates, cuts, negatives and positives, engravings and artwork or any other commodities used in the production of work under this contract are the property of the state and shall be delivered to the ordering agency upon completion of this contract. All transportation expenses shall be paid by the contractor.

LIQUIDATED DAMAGES OR PENALTY: All commodities furnished will be subject to inspection and acceptance after delivery. Failure to meet specifications authorizes the Office of State Procurement to cancel this contract or any portion of same and reasonably purchase commodities elsewhere and charge full increase, if any, in cost and handling to the defaulting contractor.

Liquidated damages imposed by the state against the contractor for failure to meet the delivery schedule will be one percent (1%) of the invoice amount for each working day beyond the specified delivery time. The contractor shall be relieved of delays due to causes beyond his control such as acts of God, national emergency, strikes or fire. The Office of State Procurement will assess penalties for late delivery in all cases except those approved by the Office of State Procurement that relate to causes beyond the contractor's control. The contractor must notify, in writing, on a timely basis, the Office of State Procurement of such developments stating reason, justification and extent of delay. Other liquidated damages provided for in this contract must be verified and approved in writing by the Office of State Procurement prior to application by the ordering agency.

When the time does not allow for reprinting or reordering, acceptance of an inferior commodity may result in a liquidated damage of up to 20 percent (20%) of the invoice price or \$500, whichever is smaller.

LIQUIDATED DAMAGES OR PENALTY:(Cooperative Purchasing Participants)

1. All commodities furnished will be subject to inspection and acceptance after delivery. If the contractor fails to meet the specifications the Cooperative Purchasing Participant should notify the Office of State Procurement in writing.
2. Liquidated damages imposed by the State against the contractor for failure to meet delivery schedule will be one percent (1%) of the invoice amount for each working day beyond the specified delivery time. The contractor shall be relieved of delays due to causes beyond his control such as acts of God, national emergency, strikes or fire.

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS

Page
38/39

Term Contract

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

TERM AWARD TERMS AND CONDITIONS

1. **GENERAL:** All terms and conditions stated in the invitation for bid govern this contract.
2. **PRICES:** Prices are firm and not subject to escalation, unless otherwise specified in the invitation for bid.
3. **DISCOUNTS:** All cash discounts offered will be taken if earned.
4. **TAXES:** Most state agencies must pay state sales tax. Before billing, the contractor should contact the ordering agency to find out if that agency must pay sales tax. Itemize state sales tax when applicable on invoices.
5. **BRAND NAME REFERENCES:** The contractor guarantees that the commodity delivered is the same as specified in the bid.
6. **GUARANTY:** All items delivered are to be newly manufactured, in first- class condition, latest model and design, including, where applicable, containers suitable for shipment and storage unless otherwise indicated in the bid invitation. The contractor guarantees that everything furnished hereunder will be free from defects in design, workmanship, and material; that if sold by drawing, sample or specification, it will conform thereto and will serve the function for which furnished. The contractor further guarantees that if the items furnished hereunder are to be installed by the contractor, such items will function properly when installed. The contractor also guarantees that all applicable laws have been complied with relating to construction, packaging, labeling, and registration. The contractor's obligations under this paragraph shall survive for a period of one year from the date of delivery, unless otherwise specified in the invitation for bid.
7. **AWARD:** This contract award does not authorize shipment. Shipment against this contract is authorized by the receipt of a purchase order from the ordering agency. A written purchase order mailed or otherwise furnished to the contractor results in a binding obligation without further action by either party.
8. **DELIVERY:** The term of the contract is shown on the face of the contract award. The contractor is required to supply the state's needs during this term. The number of days required to place the commodity in the receiving agency's designated location under normal conditions is also shown. Consistent failure to meet delivery without a valid reason may cause removal from the bidders' list or suspension of eligibility for award.
9. **BACK ORDERS OR DELAY IN DELIVERY:** Back orders or failure to deliver within the time required may be default of the contract. The contractor must give written notice to the Office of State Procurement and ordering agency of the reason and the expected delivery date. If the reason is not acceptable, the contractor is in default. The Office of State Procurement has the right to extend delivery if reasons appear valid. If the date is not acceptable, the agency may buy elsewhere.
10. **DELIVERY REQUIREMENTS:** No substitutions or cancellations are permitted without written approval of the Office of State Procurement. Delivery shall be made during agency work hours only, 8:00 a.m. to 4:30 p.m., unless prior approval for other delivery has been obtained from the agency. Packing memoranda shall be enclosed with each shipment.
11. **STORAGE:** The ordering agency is responsible for storage if the contractor delivers within the time required and the agency cannot accept delivery.

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.



STATE OF ARKANSAS

Page
39/39

Term Contract

Vendor No. 100066813
Contact RANDY BURRALL
Your reference SP-05-0277

Contract No. 4600007861
Date 02/22/2005
Our reference ST

12. **DEFAULT:** All commodities furnished will be subject to inspection and acceptance of the ordering agency after delivery. Default in promised delivery or failure to meet specifications authorizes the Office of State Procurement to cancel this contract or any portion of same and reasonably purchase commodities elsewhere and charge full increase, if any, in cost and handling to the defaulting contractor.

13. **VARIATION IN QUANTITY:** The state assumes no liability for commodities produced, processed or shipped in excess of the amount specified herein.

14. **INVOICING:** The contractor shall submit an original and two copies of an itemized invoice showing the bid number and purchase request number when itemized in the invitation for bid. Invoices must be sent to "Invoice to" point shown on the purchase order.

15. **STATE PROPERTY:** Any specifications, drawing, technical information, dies, cuts, negatives, positives, data or any other commodity furnished to the contractor hereunder or in contemplation hereof or developed by the contractor for the use hereunder shall remain property of the state, be kept confidential, be used only as expressly authorized, and be returned at the contractor's expense to the F.O.B. point, properly identifying what is being returned.

16. **ASSIGNMENT:** This contract is not assignable nor the duties hereunder delegable by either party without the written consent of the other party to the contract.

17. **OTHER REMEDIES:** In addition to the remedies outlined herein, the contractor and the state have the right to pursue any other remedy permitted by law or in equity.

18. **LACK OF FUNDS:** The state may cancel this contract to the extent funds are no longer legally available for expenditures under this contract. Any delivered but unpaid for goods will be returned in normal condition to the contractor by the state. If the state is unable to return the commodities in normal condition and there are no funds legally available to pay for the goods, the contractor may file a claim with the Arkansas Claims Commission. If the contractor has provided services and there are no longer funds legally available to pay for the services, the contractor may file a claim.

19. **QUANTITIES:** The state may order more or less than the estimated quantity in the invitation for bid.

20. **DISCLOSURE:** Failure to make any disclosure required by the Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.